

5 October 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
FROM : Director of Personnel
SUBJECT : Retirement Award Review -

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1. The individual identified above has formally indicated an intention to retire on 31 December 1982 . In order that any award in recognition of a career be presented before retirement, I urge you to begin a review now to determine if an award recommendation consistent with HR 20-37 is in order. It is not my intention to influence award nominations. I do, however, want to insure that the career of every Agency employee is assessed for appropriate recognition and, if an award recommendation is called for, that it be made sufficiently in advance to permit presentation prior to the employee's departure.

2. Appropriate retirement recognition may be given in a variety of ways. One effective method to personalize this significant time is to meet with the retiree on the last day of employment to express our gratitude for past services and extend good wishes for the future.

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9 October 1987

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
FROM : [REDACTED] Director of Personnel
SUBJECT : Retirement Award Review [REDACTED]

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1. The individual identified above has formally indicated an intention to retire on 31 December 1991. In order that any award in recognition of a career be presented before retirement, I urge you to begin a review now to determine if an award recommendation consistent with HR 20-37 is in order. It is not my intention to influence award nominations. I do, however, want to insure that the career of every Agency employee is assessed for appropriate recognition and, if an award recommendation is called for, that it be made sufficiently in advance to permit presentation prior to the employee's departure.

2. Appropriate retirement recognition may be given in a variety of ways. One effective method to personalize this significant time is to meet with the retiree on the last day of employment to express our gratitude for past services and extend good wishes for the future.

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